

Arizona Department of Education

September 2014

ESEA FOR LEAs

Cycle 3 Monitoring

Monitoring Through ALEAT

- View and respond to questions regarding criteria monitored through ALEAT.
- Upload documentation into the file cabinet in the ALEAT system.
- LEA Administrators in ALEAT provide invitation codes for their LEA.

ALEAT Help Desk Tee Lambert
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Expectations for Federal Compliance

Although LEAs must be in compliance with the designated cycle monitoring for the current school year, the LEA is also expected to be in continuous compliance with all of the requirements outlined in each cycle.

The assigned cycle monitoring for the current academic year does not absolve the LEA from meeting and completing the requirements and responsibilities outlined under Elementary and Secondary Education Act of 1965.

Noncompliance may result in suspension of federal funding.

Cycle 3

What is it?

- Self assessment of ...

What is monitored?

- Assurances for Cycle Monitoring
- Time and Effort Documentation
- Supplement not Supplant
- Title IA and IIA Expenditures
- Procedures for LEA Continuous Improvement
- MEP Parental Involvement

What is monitored?

- Title I and Migrant Specialists


C3-01: Statement of Assurance

Compliance Indicator

Affirms that the LEA has reviewed all documents and procedures addressed in the monitoring instrument to verify compliance and uploaded the requested evidence.

2010 - 2011
 ESEA Programmatic Monitoring

Statement of Assurance



An LEA participating in the *Elementary and Secondary Education Act* is required to complete a self-assessment annually to ensure that programs are in compliance with all applicable statutes, regulations, and applications.

Submission of the Cycle 3 Monitoring Instrument in Arizona LEA Tracker (ALEAT) affirms that the LEA has reviewed all documents and procedures addressed in the monitoring instrument to verify compliance.

Required evidence (if applicable) to be uploaded in the LEA ALEAT Filing Cabinet:

- ☐ School Improvement Letter
- ☐ School Choice Options
- ☐ Notice of Supplemental Educational Services (SES)
- ☐ SES School Worksheet
- ☐ SES Tutor Observation Form
- ☐ LEA Improvement Letter
- ☐ Summary of Title I and ARRA combined 10% Professional Development set aside
- ☐ Migrant Education Program (MEP) Data Discrepancies
- ☐ MEP ID&R Training
- ☐ MEP Resources
- ☐ MEP Validating/verifying information
- ☐ MEP – PAC
- ☐ MEP-PAC Meetings

As the authorized agent of the LEA, I attest that the review and information provided in Cycle 3 is accurate and true. The requested evidence has been uploaded to verify compliance.

I understand that funding may not be allocated or placed on programmatic hold if the ADE identifies that any of the evidence provided to ADE is found to be false and/or deemed out of compliance.

CTDS _____

LEA _____

Date _____

Authorized Signature _____

Email address _____

Phone _____

ESEA Cycle 3 Monitoring 8/2010

Upload this Signed document into ALEAT

C3-01: Statement of Assurance

Enter the following information:

- CTDS #
- LEA Name
- Date
- Authorized Signature
- E-Mail Address
- Phone Number

2010 - 2011
ESEA Programmatic Monitoring

Cycle
3

Statement of Assurance

An LEA participating in the *Elementary and Secondary Education Act* is required to complete a self-assessment annually to ensure that programs are in compliance with all applicable statutes, regulations, and applications.

Submissions of the Cycle 3 Monitoring Instrument to Arizona LEA Trainers (ALEATs) must be made by the following deadline:

Be sure to print out this form once completed and save for your records. Data typed into this form cannot be saved.

Scan the completed form and save as an e-copy to be uploaded into ALEAT.

As the authorized agent of the LEA, I attest that the review and information provided in Cycle 3 is accurate and true. The requested evidence has been uploaded to verify compliance.

I understand that funding may not be allocated or placed on programmatic hold if the ADE identifies that any of the evidence provided to ADE is found to be false and/or deemed out of compliance.

CTDS _____

LEA _____

Date _____

Authorized Signature _____

Email address _____

Phone _____

ESEA Cycle 3 Monitoring 8/2010

Upload this signed document into ALEAT

C3-02 Time and Effort Documentation

Compliance Indicators:

All employees paid 100% out of any federally funded grant shall prepare a semi-annual certification. Charges for salaries and wages for employees who are expected to work solely on a single federal award or cost objective shall be documented by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semiannually and will be signed by the employee or supervisory official having first-hand knowledge of the work.

Documentation:

- *Time and Effort Documentation*

C3-02 Time and Effort Documentation

Compliance Indicators:

All employees partially paid out of one or more federal grants shall complete a monthly Personnel Activity Report (PAR) or monthly spreadsheet. The PAR will detail the number of hours and effort spent on any issues related to the grants and other funding sources. The PAR will be prepared at least monthly and will be signed by the employee or supervisory official having first-hand knowledge of the work.

Documentation:

- *Time and Effort Documentation*

C3-03 Supplement not Supplant

Compliance Indicators:

Funds made available under this part shall be used to supplement, and not supplant, any other federal, state, or local education funds. An LEA may use Title I funds only to supplement and, to the extent practical, increase the level of funds that would, in the absence of Title I funds, be made available from non-federal sources for the education of students participating in Title I programs. In no case may Title I funds be used to supplant i.e., take the place of funds from non-federal sources.

PL 107-110 sec. 1120A(b)(1); 20 USC 6320A(b)(1)

C3-04 Title I-A Expenditures

Compliance Indicators:

The LEA's fiscal application and use of Title I-A funds align with the LEA Continuous Improvement Plan.

PL 107-110 1120A; 34 C.F.R. sec. 80.20; 34 C.F.R. sec. 80.32

Documentation:

- *List of Classified Staff paid with Title I Funds*
- *Title I Certified Staff List*

C3-05 Title II-A Expenditures

Compliance Indicators:

The LEA ensures that Title II-A funds are used for the professional development needs of teachers (including teacher mentoring) and principals in order to close the achievement gap.

Does the LEA use Title II-A funds to:

- ❑ recruit and retain Highly Qualified teachers and principals;
- ❑ build capacity for Highly Qualified teachers;
- ❑ provide professional development for continuous school improvement;
- ❑ provide equitable Title II-A services to private schools, if applicable.

C3-06: Procedures for LEA Continuous Improvement

Compliance Indicators:

The LEA has procedures in place to develop a plan that describes how the LEA will develop goals, strategies and action steps to:

- ❑ meet student learning needs;
- ❑ increase meaningful involvement of parents, community and stakeholders;
- ❑ ensure instruction is provided by highly qualified and effective staff;
- ❑ ensure proficiency in English for ELLs;
- ❑ ensure students graduate from high school;
- ❑ ensure that schools are safe, drug- free, and conducive to learning;
- ❑ ensure that professional development is aligned to meet the identified needs of students and staff.

The plan shall include support for instruction, resources for meeting these goals as well as how the LEA will monitor and adjust for the implementation of the plan and evaluate the overall effectiveness of the plan. 20 USC 6312

C3-07: MEP Parent Advisory Council

Compliance Indicators:

- ❑ In the planning and operation of migrant education programs and projects at the local agency, there is consultation with parent advisory councils (PACs) for programs of one school year in duration.

Documentation:

- *MEP-PAC Meetings*